

Suggestions Recognized in Fiscal Year 2001

TANGIBLE SPECIAL AWARDS

Eight (8) individuals made suggestions that will result in first year cost savings of \$356,865 for Miami-Dade County. These Special Awards are based upon ten percent of the first year net savings.

<u>Suggester, Department Suggestion Title and Suggestion Description</u>	<u>First Year Tangible Net Savings</u>	<u>Award Amount</u>
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JAMES E. VIETMEIER MIAMI-DADE TRANSIT "IN-HOUSE FABRICATION OF A, B, C, AND G CABLES"	\$ 1,042	\$ 104
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Mr. James Vietmeier suggested a method for building collector cables in-house for less cost and affording a quicker turn around time. His idea was used at Miami-Dade Transit for two years before alternative out sourcing became competitive again. First year savings of \$1,042 were reported from the suggestion. (930510)

HRISHIKESH RAMJIT INFORMATION TECHNOLOGY DEPARTMENT "REPAIR LIGHTBAR ROTATORS"	\$ 31,200	\$3,000
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Mr. Hrishikesh Ramjit suggested a method of repairing lightbar rotators which were previously discarded. The streethawk lightbars used on emergency vehicles were being replaced due to design defects that could not be repaired. Mr. Ramjit's repair method takes less than fifteen minutes to complete, makes the lightbar reliable and reuses otherwise wasted parts. First year savings resulting from implementation were \$31,200. (200703)

HRISHIKESH RAMJIT INFORMATION TECHNOLOGY DEPARTMENT "INSTALL DIODE TO ELIMINATE THE NEED FOR TWO FLASHERS IN POLICE VEHICLES"	\$ 25,146	\$2,515
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Mr. Hrishikesh Ramjit suggested utilizing a diode costing 80 cents to eliminate the need for a second flasher at a cost of \$15,000 on new police cars. In addition to the cost of the second flasher, maintenance and installation costs are avoided. First year savings reported were \$25,146. (200704)

**ALEJANDRO DONNINI AND
ROBERTO GALVEZ**

INFORMATION TECHNOLOGY DEPARTMENT "REPLACE CERAMIC FILTER ON MRK RADIOS"	\$256,433	\$3,000
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Mr. Alejandro Donnini and Mr. Roberto Galvez suggested replacing a ceramic filter in the MRK Radios instead of replacing the transmitter side of the RF Board when failures of the Board occurred. The filter at a cost of \$12.68 was the cause of the RF Board failure 98% of the time. The filter costs was minimal as compared to the RF Board at \$1,245.53. The filter replacement could be completed in less than fifteen minutes and tools were readily available. First year savings reported were \$256,433.(211066)

MARIA SANTOS

	\$ 1,055	\$1,106
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MIAMI-DADE EMPOWERMENT TRUST
SUGGESTION IMPLEMENTED BY:
DEPARTMENT OF PLANNING AND ZONING
"TRANSLATOR SERVICE UPON REQUEST
FOR CZAB MEETINGS"

Ms. Santos observed that translators were being secured for Community Zoning Appeals Board Meetings and rarely used. She suggested that notice be provided to citizens that translators would be available only upon request. This reduced the cost spent on the service by \$11,055 during the first year of implementation. (211092)

JOSE LOPEZ

	\$ 20,771	\$2,077
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WATER AND SEWER DEPARTMENT
"SHOCK ABSORBER FOR METERS RENTED
TO CONSTRUCTION CONTRACTORS"

Mr. Jose Lopez devised a method to prevent meters rented by contractors from breaking. With the addition of a shock-absorbing piece of aluminum the water meter and backflow preventor are held in place. First year savings reported were \$20,771. (211104)

EMILIO ORBIS

	\$ 14,808	\$1,481
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SOLID WASTE MANAGEMENT
"REMOVE AND REPAIR DAMAGED
ROLLER AND SHAFT"

Mr. Emilio Orbis suggested redesigning the shaft roller and bushing roller on 40 Yard Container Trucks so they would not jam. The new repair design reduces vehicle downtime and replacement costs. First year savings were reported of \$14,808. (211132)

MARIO LOPEZ

	\$ 6,410	\$ 641
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MIAMI-DADE POLICE DEPARTMENT
"ALI-ANI AUTOMATION"

Police Dispatcher Mario Lopez observed that there was a need to automate and centralize the process for Ali-Ani data retrieval (details of 911 calls) as there were many possibilities for accidental loses of data. Using a programming language called ASPECT he automated the filing process in the Ali-Ani System and added more security to the process as well. Other unique features to his suggestion included: the ability to print directly from the program on the same computer; the ability to open multiple Ali-Ani Capture files when needed; and the ability to share a file when more than one employee requires the same file. First year savings reported were \$6,410. (211137)

INTANGIBLE SPECIAL AWARDS

The following four (4) suggesters made considerable improvements in County services and operations through the successful implementation of their suggestion but savings were not calculable.

Suggester, Department, Suggestion Title, & Suggestion Description	Award Amount
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EDMUND T. PARADA WATER AND SEWER DEPARTMENT "PLASTIC GUARD POST FOR HYDRANT"	\$ 200
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Mr. Ted Parada, Jr. recommended installing plastic delineators in front of fire hydrants throughout Florida Department of Transportation (FDOT) right-of-ways. These would make the hydrants more visible, possibly prevent them from being damaged, as well as reduce the damage they potentially inflict to vehicles and pedestrians. Successfully trial tested, this safety enhancing idea was made a Standard Detail Requirement at the Water and Sewer Department. (970702)

HENRY GARCIA, JR. CLERK'S OFFICE "UPDATE DISTRICT COURT CIVIL SETTING"	\$ 400
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Mr. Henry Garcia suggested updating the procedures used by the District Court civil setting units. He created a database function allowing notices to be printed directly from PCs with details. In use at all the Districts it produces a more professional product and simplifies the work performed by the clerks. (990698)

KAREN DAVIS-WILLAMS CLERK'S OFFICE "REVISE GROUPING OF TRANSMITTAL FOR EASIER RETRIEVAL"	\$ 75
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Ms. Davis-Williams suggestion resulted in a change to the batching and scanning of Traffic Transmittals filed by Police Officers. As a result, both processing and retrieval methods have been improved. This change has increased efficiency and eliminated the need for a paper file index. (200588)

EMILIO ORBIS SOLID WASTE MANAGEMENT "PUMP WATER OUT OF 40 YARD CONTAINER STORAGE AREA"	\$ 400
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Mr. Emilio Orbis suggested utilizing a discarded 16 horse-powered gasoline pump and 150 feet of two inch discharge hose to pump settled water at the 58th Street Collection Operations Facility to elevated ground. The water would settle after heavy rains and create a breeding pond for mosquitoes and disease. A vactor truck would sometimes be brought to perform the same task. His idea was creative and more cost effective. (211041)

TANGIBLE SPECIAL AWARDS

Twenty-one (21) individuals made suggestions that will result in first year cost savings of \$1,625,651 for Miami-Dade County. These Special Awards are based upon ten percent of the first year net savings.

Suggester, Department, Suggestion Title and Suggestion Description	First Year Tangible Net Savings	Award Amount
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IRIS BERMUDEZ

CLERK'S OFFICE

"PRINT JUDGE DIVISION

OUTSIDE ENVELOPE"

\$ 9,387

\$ 939

On a daily basis a large number of Court Notices are returned to the Clerk's Office stamped "UNDELIVERABLE" by the U.S. Postal Service. Since Bench Warrants are ordered for "Non-Appearance" when proper notice is given to the defendant, it is important that Returned Notices are matched with the appropriate court file as soon as possible. Ms. Bermudez suggested printing the names of the Judge and the Division on the front of the envelope. As a result, clerks don't have to open all returned notices. Instead, they are routed directly to the Division appearing on the outside of the envelope for processing. First year labor savings totaled \$9,387. (990524)

**ROBERTO ALFARO, ELSBETH BUCH,
FRANK FERNANDEZ, GHISLAINE JOHNSON,
AND PAMELA LAWHORN-SCHWALM**

CLERK'S OFFICE

"AUDIO VISUAL RECORDING

OF VAB AND CODE HEARINGS"

\$ 72,692

\$3,000

This suggestion is a group effort submitted by members of the Value Adjustment Board (VAB) and Code Enforcement Units. More than 16,000 VAB and Code Enforcement Appeal Hearings occur each year. The group suggested using audio/visual devices to record these appeal hearings in lieu of using court reporters. Four video cameras (with audio capabilities) were installed in seven hearing rooms at three different hearing locations at a cost of \$87,310. In addition to being more cost-effective, the new method is also more accurate. First-year savings for this suggestion totaled \$72,692. (990548)

JUDY KATZ SOTO

SEAPORT DEPARTMENT

"HANDLE PLANT

MAINTENANCE IN-HOUSE"

\$ 28,714

\$2,871

Ms. Katz Soto suggested canceling the contract for interior plant maintenance and hiring part-time employees to perform this service. After a six-month trial period, the costs for tools and labor were reduced by sixty percent (60%). The Seaport was able to achieve net savings of \$28,714 the first year after implementation including \$2,500 for replacement plants. (99-0557)

ROBERTO GALVEZ

INFORMATION TECHNOLOGY DEPARTMENT

"MRK RADIO FILTER CAVITY FAILURES"	\$ 986,000	\$ 3,000
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Mr. Galvez suggested a cost savings procedure for modifying the MRK radio currently used in public safety applications. The problem was the high failure of the Board in the receiver section. It was primarily due to two filter cavities that cause a separation from the main core. This results in the inability to resonate at the proper frequency. Restoring the main core to its original position and soldering the shield to cover the cavity, restores proper operation. Although this procedure requires a bit more labor per radio, cost savings are achieved through a significant reduction in the costs of the parts used. First year cost saving totaled \$986,000. (20-0544)

GILBERT GOODMAN

MIAMI-DADE POLICE DEPARTMENT

"COMPUTER GENERATED TRANSMITTAL FOR TICKETS AND ARREST FORMS"	\$ 80,263	\$ 3,000
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Sergeant Goodman suggested that the time-consuming method of typing nightly transmittals for tickets and arrest forms be converted to electronic computer generated forms that are programmed to sort automatically. Prior to implementation of the suggestion, police officers in nine districts manually sorted forms provided by the Clerk of the Court and the State of Florida and typed them onto the transmittal forms. Implementation of the suggestion has saved 6,570 man-hours and resulted in first year net savings of \$80,263. (200585)

ALEJANDRO DONNINI AND**ROBERTO GALVEZ**

INFORMATION TECHNOLOGY DEPARTMENT

"REPAIR MRK RADIOS FLEX ASSEMBLIES"	\$ 191,192	\$3,000
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Mr. Galvez and Mr. Donnini suggested a cost saving procedure for repairing the MRK radios currently used in public safety applications. These radios contain a flex assembly that has a very high failure rate. Fully implemented, the suggestion allows replacement of smaller subassemblies rather than the entire unit. First year savings of \$191,192 have been reported. (200742)

DAVID KIMBERLAIN AND**SULI NELSON**

INFORMATION TECHNOLOGY DEPARTMENT

"TEMPLATE CUT-OUT FOR PC REAR CASE AS TEST FIXTURE"	\$ 220,000	\$3,000
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Mr. Kimberlain and Ms. Nelson suggested a cost saving procedure for modifying a PCS radio to use as a test fixture. The creation of this test fixture makes component level repairs of the PCS radio more feasible. Since these radios require recurring maintenance and are substantially expensive, any repair that is conducted internally is more cost effective than the replacement of the radios. This suggestion saves the County a substantial amount of dollars; implementation costs are minimal; and radios are kept in service that would otherwise be scrapped. Implementing this suggestion has resulted in a first year savings of \$220,000. (200803)

DAVID KIMBERLAIN AND**SULI NELSON**

INFORMATION TECHNOLOGY DEPARTMENT

"MODIFY ORION PROGRAMMING CABLE"	\$ 3,770	\$ 378
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Mr. Kimberlain and Ms. Nelson suggested a cost savings procedure for modifying the programming cable for the Orion radio currently used in public safety applications. The situation alleviates the need of disconnecting and reconnecting the programming cable during repair and reprogramming the radio. This suggestion allows Orion radios to be programmed more efficiently and has first year savings of \$3,770. (200805)

ELENA FELICIANO

CLERK'S OFFICE

"PREPARE ONE INDEX VOLUME TO REPLACE 366 INDEX COPIES"	\$ 19,553	\$ 1,955
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Last year the Miami-Dade Clerk's Office prepared more than 800 Records of Appeal to the District Court of Appeals. Prior to the implementation of this suggestion large portions of court files were copied and multiple indexes were furnished for each sub-section (volume) sent to the District Court of Appeals, the Attorney General, and the Public Defender. Ms. Feliciano suggested furnishing the required copies along with one master index. While still meeting statutory requirements, this new method is far more cost-effective and has resulted in considerable savings in labor, materials, and equipment costs. First-year savings for this suggestion totaled \$19,553. (211019)

NORBERTO ORTIZ

SOLID WASTE MANAGEMENT

"CUT COMPACTOR PUSH BLADES TO 45 DEGREE ANGLE"	\$ 5,772	\$ 577
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Mr. Ortiz suggested cutting a 45-degree angle on the bottom of the compactor push blade to prevent damage to the floor plate seams. This suggestion extends the durability of the seams and plates and minimizes the downtime required to maintain the welded seams and the replacement of plates. (211020)

**ANTHONY CATANZARO, JEROME COX,
CARMEN LANAHAN, THOMAS LANAHAN,
CURT MASSON, AND ARTHUR STACK**

MIAMI-DADE POLICE DEPARTMENT

"REALIGN SERVICE ZONES FOR NON-ENFORCEABLE WRITS"	\$ 5,226	\$ 624
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The suggesters recommended that the service zones for the Non-enforceable Writs Section be realigned to coincide with the US Postal Service zip codes. This procedure would allow utilizing programming that was available within the DPBA system and had never been used. The program automatically zones subpoenas and eliminates the manual entry step. This made the procedure faster and practically error free. Both tangible and intangible benefits of this suggestion have been accessed by MDPD. (211038)

VICTOR GARCIA

SOLID WASTE MANAGEMENT
"WEST TRANSFER STATION TANQUAY
CRANE # 4 SHOCK ABSORBER
REPLACEMENT"

\$ 3,082

\$ 308

Mr. Garcia suggested replacing the shock absorber that was used on the Tanquay Crane's heel boom at the West Transfer Station with a polyurethane slab. The new shock absorber is longer lasting and less expensive than the original manufactured feature that was being used. First year net savings were \$3,082. (211046)

INTANGIBLE SPECIAL AWARDS

The following ten (10) suggesters made considerable improvements in County services and operations through the successful implementation of their suggestion but savings were not calculable.

Suggester, Department,
Suggestion Title,
& Suggestion Description

Award
Amount

AUNDREA WILDER

CLERK'S OFFICE
"DON'T ENTER RELEASE INFORMATION
UNTIL DEFENDANT IS BOOKED"

\$ 250

Last year, the Bonds Unit processed more than 7,000 Cash Bonds. There were at least three times as many Surety Bonds processed. Ms. Wilder suggested modifications to the Criminal Justice Information System (CJIS) that created a series of checks and balances so that defendant booking and release information accurately matches. This ensures that Cash and Surety Bonds are linked to the correct case up front. Once implemented, this suggestion improved operational efficiencies by reducing errors and eliminating the research time needed to correct errors. (950687)

MICHELLE PARRIS-PIERRE

CLERK'S OFFICE
"DOCKET CODE CHANGES FOR PLEADINGS"

\$ 350

The Civil Division processes more than 2 million pleadings requiring various docket entries and updates each year. By way of suggesting four separate docket codes, Ms. Parris-Pierre created additional uniformity across divisional lines and a higher degree of accuracy in the processing of certain high volume pleadings. Departmental efficiency has been enhanced and customer service improved as a result of this suggestion. (960728)

ESTER JONES

CLERK'S OFFICE
"MODIFY DOCKET PLEADING UPDATE"

\$ 150

Ms. Jones suggested modifications to the "Docket Pleading Update Screen" that included adding fields to correct registry docketing errors involving deposit amounts, docket codes, and check or receipt numbers. In addition to eliminating the need for a two-step correction process, these modifications resulted in additional benefits by eliminating the need for non-essential and/or confusing text entries to appear on registry dockets and related accounting reports. (970668)

JOHN RILEY

MIAMI DADE-POLICE DEPARTMENT

"INCLUDE DATA IN NARRATIVE OF
CRASH REPORT"

\$ 200

Officer Riley suggested placing internal official data such as division, unit of assignment, county vehicle number, and operators badge number on the narrative section of crash reports. This data is critical to the Traffic Homicide Unit when conducting follow-up investigations and preparing subsequent reports. Reports were constantly being received with the information cut-off or illegible, causing a delay in the investigation. Since implementation of the suggestion, time spent researching the required information has decreased, the investigation is not delayed, and an increase in efficiency of traffic crash reports has been realized. (970861)

HENRY GARCIA

CLERK'S OFFICE

"DON'T PRINT MEMO OF DISPOSITION SHEET
IN DOMESTIC VIOLENCE"

\$ 75

Mr. Garcia discovered that the Clerk's Domestic Violence PC Application, as well as the County's mainframe computer, was generating a Memo of Disposition (MOD). He suggested canceling the printing of approximately 12,000 MODs from the mainframe annually. In addition to saving minor labor and material costs, this suggestion also eliminated costs associated with the disposal and recycling of duplicate and unnecessary MODs. (990564)

VELDERNIA THORTON

CLERK'S OFFICE

"\$4 CHARGE/ RESEARCH PARKING TICKET"

\$ 150

The Parking Violations Bureau maintains the records for more than 700,000 parking citations issued in Miami-Dade County each year. Ms. Thorton suggested charging a \$4 Research Fee (allowed by State Statute) when individuals seeking violation information do not provide a citation or tag number. The actual amount of fees collected as a result of this suggestion was minor. However, considerable operational efficiencies have been realized as the result of more people furnishing citation and tag numbers instead of paying fees. (990602)

ROY WARE

CORRECTIONS & REHABILITATION

"ELIMINATE ELECTRICAL OUTLETS NOT VISIBLE"

\$ 400

Corporal Roy Ware recommended the elimination or removal of various duplex receptacles throughout the dormitories at the Metro West Detention Center. The elimination of the receptacles would avoid possible injuries derived from the inmates tampering with them and staff accidentally touching an energized circuit. (200504)

CARMEN MOJICA

CLERK'S OFFICE

**"MODIFY ACJS MENU TO PREVENT
DOB ERRORS ON SCREEN"****\$ 200**

Ms. Mojica was concerned that juvenile crime records were being erroneously entered in adult offender indexes. Although appropriate checks were in place to ensure that juvenile cases were rejected if entered in an adult index, it was discovered that errors could occur if case creation and data entry was performed using an alternate screen. Modifications were made to the Criminal Justice Information System that included a date-of-birth check feature for cases entered on the MSGB screen. More than 17,000 cases are filed with the Clerk's Office each year involving juvenile offenders. The criminal records of juvenile offenders are not public records; where as those of adult offenders can be viewed by the public. Therefore it was critical for these records to remain separate. (200818)

ORESTES PEREZ

SOLID WASTE MANAGEMENT

**"MODIFY COMPACTOR HOOK AT
CENTRAL TRANSFER STATION"****\$ 150**

Mr. Perez suggested modifying the hook mechanism on the compactor and adding a 10x6 piece of steel to the compactor hook to elevate the hook. This adjustment enabled both the older and newer model trailers to be compacted at the Central Transfer Station. (211010)

NORBERTO ORTIZ

SOLID WASTE MANAGEMENT

"REALIGN COMPACTOR BUMPERS"**\$ 150**

Mr. Ortiz suggested removing bumpers located at the side of the compactor and replacing them with new bumpers centered in front of the compactor. He also suggested reinforcing the front of the compactor to prevent damage caused by the pay loader. This has proved a practical solution to the problem. (211012)

ALAIN CAPUCCI

MIAMI-DADE AVIATION DEPARTMENT

**"PLACE AN ASTERISK ON LOCKED DOORS
TO PREVENT SECURITY BREACH"****\$ 150**

For security reasons, access doors to high-risk areas in the Airside Operations Area have permanently been locked. A matrix computer can only unlock these doors. The operator of the matrix computer has no way of accurately identifying which doors are to remain permanently locked. Mr. Capucci suggested adding an asterisk to easily locate these doors on the matrix computer. This has reduced the possibility of errors and the consequence of a security breach and resulted in increased services, efficiency and more effectiveness of operations at MIA. (211112)